

Combined Fund Drive Committee Meeting Minutes

July 21, 2009 at 9:00 AM – 11:00 AM

University of Washington Tacoma – GWP Room 320

Tacoma, WA

Call to Order/Introductions

The meeting was called to order at 9:06 am by Kathy Kimbel and introductions were made.

Committee Members Present

Dean Speer, Kathy Kimbel, Tom Haines, Melanie Reynolds, Carol Trisko.

Guests Present

Pat Lanning, Lynne Jordan, Barb Bocek, Steve Lye, Karen White and Art Mead

Committee Members Not Present

Robbie Paul and Mary Henley

Staff Present

Randy Ryan, Clayton Harris, Kathryn Varon-Loes, Scott Turner and Heidi Jones

April 21, 2009 Meeting Minutes

- The word “Shrinkage” will be added in front of “reports” on the last sentence of the first paragraph of financial statements.

- Correction on the financial statement located in the first paragraph and the last sentence that reads “(Do you know what report this is?)” will be removed.

There were no additional agenda items added to the meeting notes.

Financial Statement

Heidi Jones went over the financial statement report. Salaries and Benefits are the same as they have been. Expenses have remained on track the only thing that stood out for the month of May was the printing cost, which was due to the printing of the charity brochures. Cost for June was not final at the time of the meeting, but with 94% of the 18 month budget gone, expenses are at 86% of the budgeted amount. After June there may be some final closing adjustments that can occur into September, when those adjustments are done there will be a final closing for the last fiscal year. Reconciliations are done for the quarter and the second quarter disbursements should be out by the end of the month.

CFD Program Managers Report

A request has gone to the Department of Personnel (DOP) Governance committee to approve the upgrades to the online system. The # 1 priority remains the check log upgrade allowing the checks to be entered at any date we chose. This would allow for reconciliation of checks to move much smoother. The other priorities are the AD-HOC reporting system which would allow the staff, volunteers and charities to run multiple types of reports depending on what fields they choose within the system. And the Calendar change would be a big benefit to the customer, giving them the ability to modify charities much easier and the changes can take place immediately. FYI, the Governance Committee is made up of DOP Senior Management minus the Director and Deputy Director and few IT staff.

Interagency Agreements

Randy went over the services that will be provided by the Agencies that we have contracted with to run the campaigns. These are performance based contracts. The

agencies will be billing the CFD on a quarterly bases and will include an explanation of work that has been provided. The agencies will be monitored on their performance.

- University of Washington – Will be working with King County to implement trainings and events.
- WSU – Plans on going paperless with the campaign. They will be coming out with a strategic plan on how they will run and localize the campaign.
- The Department of Corrections:

Tom - Noted the DOC contract seemed very vague.

Carol - Noted that there was nothing in the DCO Work Statement about Inmate Campaigns. And they did not submit the appropriate paperwork to the committee for receiving funds.

Melanie also mentioned that DOC will need to establish a performance expectation plan.

Next year DOC should send in a specific Work Statement for performance before the CFD will sign off on the contract.

- DSHS has not had a lot of success with their campaigns at Western State Hospital in the past and are looking forward to designating a person to work with some of Unions in the facility into getting staff involved with the campaign this year.
- Spokane County United Way - The contract with them has not been signed off. This will allow a support person to make sure communications are going out to all the volunteers and county chair to develop at least one training opportunity in Spokane and to bring all of the coordinators together before the campaign starts. We are waiting for the contract to come back.
- Thurston County - this is a separate contract to support the activities in Thurston county. This position has not been filled yet. The expected time

for this position to be filled is at the end of month. This position will help facilitate events in Thurston County.

Campaign Materials for the 2009 year have been cut back due to the budget. This year the charity guides have been cut by nearly half, but there has been an increase in “Thank You” notes requests from the campaign leaders. The volunteers should be receiving the supplies around the last week of August. With the new system volunteers are able to order their supplies, which in turn lets the CFD track the inventory and better prepare for the following year. This eliminates a large amount of wasted product.

Clayton – Noted that the team at Consolidated Services have been extremely helpful and has worked hard to make sure the CFD supplies were delivered to the leaders on time. He also has started a Blog for the CFD. This allows volunteers to share any questions or information they might have.

Clayton will be viewing all of the comments before they can be viewed by the public. He is also working on getting a video put onto the webpage. CFD is working on getting approval for this.

Randy went over the plan to send out an email to all the donors to inform them of what’s going on with the CFD and what their contributions mean with a hopeful outcome of getting donors to increase their donations.

CFD Action Items

Kathy went over the Action items that are due this month.

9 – Logon problems: The Tech team is continuing with improvements, by the time the campaign starts there should be no areas of confusions.

Distribution Reports – An “Annual Acknowledgement Report” is being created to enable the charities to look at the yearly distributions and the report will also contain all the donors and their pledges for the year. There still will be the “Quarterly Acknowledgement Report” with a different format. Both of these will tie in with the distribution report. Heidi had the tech team develop a financial

report that is working well with reconciliations. This has made it very easy to show accountability with the transactions.

10 – The Blog will be a great tool for tracking any issues. Kim and Kathy will also work on a tracking system to track logon issues. CFD should take a look at some the tracking systems that are available.

11 – With the CFD growing we need to be able to communicate with the leaders, charities, Federations and donors. Technology will be a big asset in addressing this issue.

12 – This is on the agenda after Action Plan.

13 – Randy had a list of things that went to the Executive Committee

14 – Done

15 – Eva will be addressing the CFD Committee move from policy to advisory in the afternoon “Planning Meeting”.

16- This item has been taken off the action item list.

Executive Committee

Scott and Kathy met with the Director of Personnel, Eva Santos. Eva had agreed to attend the CFD Committee in the afternoon. She will go over her views on what she would like to see happen with the transition and welcomes any comments the committee has on how we can move forward with the transition plan. She also asked for information on what combination of staff and agencies the committee should be comprised of and what expertise they can bring to the committee. She would like to make it a prestigious committee, where people would be drawn to wanting to be a part of this committee. She would like to have input on how often this committee should meet and how often she should be present.

Scott – Noted that the new committee should not lose the essence of what the committee stands for.

Eva's goal is to have a five year strategic plan and to emphasize payroll deductions.

Policies

1 Charity Application Policy

There was discussion on this policy. Several committee members stated that the policy was not clear enough to approve at this time. The policy was referred to the Executive Committee to review and bring back to the September meeting.

2 Fundraising Policies

There was discussion on this policy. It was mentioned that more information needs to be in this policy. The policy was referred to the Executive Committee to review and bring back to the September meeting.

3 CFD Blog Policies

Clayton provided background information on why this policy was needed and that it has been approved by DOP. The policy went through the DOP process of policy approval, before being approved and signed by the Director of DOP, Eva Santos.

Meeting Adjourned at 11:45

Next Committee Meeting

September 15, 2009 at 9:00 am

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Submitted by

Kathryn Varon-Loes